



# Department of ADMINISTRATIVE SERVICES *Job Postings*



**DEPARTMENT OF TRANSPORTATION**  
**Transportation Maintenance Crew Leader (Highway Maintenance)**  
**Bureau of Highway Operations**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current Examination List  
**Location:** Thomaston Maintenance  
**Job Posting No:** 0028624  
**Hours:** 37.50 hours per week  
**Salary:** TC - 20: annual \$55,361.00 to \$70,892.00  
**Closing Date:** January 8, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the examination for Transportation Maintenance Crew Leader (Highway Maintenance) and be on the certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position Description:** Plans crew workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; requisitions materials and equipment appropriate to the various jobs; participates in performing the duties of the crew; may do preliminary site inspection of assigned jobs; may be required to stand by for and respond to fire and/or crash emergency situations at State-owned airports; performs related duties as required.

**Knowledge, Skills, and Abilities:** Interpersonal skills; oral and written communication skills; ability to utilize computer software; some supervisory ability; highway maintenance; knowledge of materials, equipment and approved methods of surface treatment, surface and shoulder betterments, concrete work, guide rail construction, drainage construction and maintenance; knowledge of approved methods of filling joints, patching, snow removal and sanding ice, and erosion control; ability to make minor bridge repairs.

**Special Requirements:**

1. Incumbents in this class will be required to accept assignment to emergency duties including snow and ice removal as required.
2. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

**Working Conditions:**

1. Incumbents in this class are exposed to extremes of weather conditions, to frequent lifting of heavy weights, to highly dangerous road and traffic conditions, including exposure to heights when working on bridges, to poison ivy, insect bites and allergy irritants during summer months, and to loud and potentially dangerous machinery.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Transportation Maintenance Crew Leader (Highway Maintenance) vacancies that may become available in District 4, within twelve (12) months from the date of the interview.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, and a CT-HR-12 Application for Employment. State Employees must also submit copies of the last two Service Ratings received. Send by: January 8, 2016 to:

Department of Transportation  
359 South Maint Street  
Thomaston, CT 06787  
Attn: Audrey Phelan, Administrative Assistant

**An Affirmative Action/Equal Opportunity Employer**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.